



REQUEST FOR PROPOSAL

June 8-10 2025
TBD 2026 and beyond

TAP will consider alternate dates (June preferred, May possible) as long as they do not conflict with other travel industry conferences (primarily IPW)

- 2025 IPW June 14-18
- 2026 IPW May 18-22
- Rendezvous Canada TBD

Organization:

Travel Alliance Partners, LLC® (TAP) is an organization of North American tour operators whose main purpose is to create tour product that is entertaining, exclusive, and fairly priced for consumers. Through buying power, created by volume purchasing, the promotion of each company's tours through the network of Partners, and its diverse menu of tours and exclusive components, each TAP member enhances profitability and supplier reliability. The TAP Tour Operators' list of tours and options include the opportunity to offer a large array of Guaranteed Departures.

Objective:

To organize and hold an annual meeting of the Travel Alliance Partners, LLC with their suppliers called TAP DANCE. The meeting will include sessions for the Tour Operator Partners, appointments between partners and potential suppliers, and meal functions that are organized to maximize networking between Partners and suppliers (referred to as PPTPs – Preferred Professional Travel Providers). TAP Dance is the most innovative business event in the hospitality industry.

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Meeting Contact: (585) 308-9802 ext. 3

Website: www.TAPintoTravel.com

All submissions received will be reviewed upon receipt.

TAP Partners (effective January 2024):See www.TAPintoTravel.com for more info

Company	Primary	Last
AdVance Tour & Travel	Kim	Vance
Anderson Vacations	Jim	Warren
Atlantic Tours Limited	Richard	Arnold
Burlington Trailways	Carla	Meierotto
Custom Holidays	Sue Wendy	Biggs Baggett
Durgan Travel Service	Richard	Durgan
Ed-Ventures	Shannon	Larsen
Image Tours, Inc.	Justin	Osbon
Making Memories Tours	Jerry & Angie	Varner
Maple Leaf Tours	Kristine	Geary
Pleasurebent Tours	Eric	Rosenberg
Shebby Lee Tours, Inc.	Shebby	Lee
Shenandoah Tours	Steve	Everidge
Southwest Adventure Tours LLC	Jason	Murray
Sports Travel and Tours	Jay	Smith
Sun Tours	Eric	Rosenberg
Travel Leaders Destinations Unlimited	Aimee Duane Anne	Langlas Jasper (owner) Jasper (owner)
Tri-State Travel	Andrew	Hillard
Twin Travel Concepts	Nick	Calderazzo, CTP
Wade Tours	Crystal	DeLorenzo

Anticipated Hotel Room Requirements:

	Friday	Saturday	Sunday	Monday	Tuesday
Direct Book Delegate Rooms			100	100	100
COMP TAP HQ Staff Rooms	5	5	5	5	5
COMP Partner Rooms/Suites*	4	32	32	32	32
Total Rooms	9	37	137	137	137

- *If available, Partner Suites with private sleeping area (lounge area on entering door side) are preferred and the lounge area would be used for meetings.
- *If suites are not available, appropriate conference meeting space must be available.
- TAP Partners and TAP HQ Staff list to be manifested by TAP Headquarters 30 days prior. Manifest will clearly notate any special requests (i.e. dietary, etc.).
- PPTP Delegates will utilize hotel reservations phone or online system.
- We request two separate blocks be set up: 1) TAP Partners and 2) TAP PPTPs to monitor.

Note: If Partner suites are being used for meetings, they MUST be assigned and final by 30 days prior. There can be no changes made to these rooms due to meeting schedules and printed materials.

General Overview of Proceedings:

- Friday: TAP HQ staff arrives/A few Partners arrive / TAP HQ staff set up / AV Check
- Saturday: Partners arrive
- Sunday: All day Partner meeting 8 am-6pm, delegates arrive, evening welcome event for all
- Monday: Breakfast, meetings, lunch, opening reception & evening event
- Tuesday: Breakfast, meetings, lunch & evening event
- Wednesday: Post FAM for partners and delegates (Pre FAM may be suggested as an alternative)
Departure for balance of attendees

General Requirements:

1. Up to 32 Partner rooms or suites, to be sponsored by the local hosting destination and/or host hotel. Only one Partner room per member company will be hosted, if second room is required, member company will pay delegate room rate.
2. If suites are not available for meetings, appropriate hotel event space will be required. Space for approximately 30 tables to seat 5-6 people adequately spaced to allow for business conversations. See appendix A for example.
3. Up to five staff rooms, per the room type chart, must be sponsored by the local hosting destination and/or local sponsors.

4. Approximately 100 regular rooms for delegates are to be in same hotel or within walking distance of suite hotel - TAP is hopeful that the regular room rate would be \$169-189/night.
5. It is requested that the Local Hosting Destination coordinate local or regional sponsorship for a welcome reception on Sunday evening for all attendees. Typically held at host hotel.
6. It is requested that the Local Hosting Destination coordinate local or regional sponsorship for a opening reception dinner in the area (Kick- off Event).
7. It is requested that the Local Hosting Destination coordinate local or regional sponsorship for a second night's dinner & function in the area (Community Night).
8. It is requested that the Host Hotel provide complimentary banquet space per the meeting space requirements section.
9. It is requested that the Host Hotel provide complimentary AV for the banquet rooms.
10. It is requested that the Host Hotel provide complimentary internet connections in all meeting, banquet and partner/staff guest rooms.
11. It is requested that Hospitality Suites be provided by the Host Hotel complimentary for both daytime and evening to accommodate up to 50 people.
12. The host hotel is responsible for receiving approximately 50 boxes prior to the show and for ensuring shipment out after the show is available from the facility.
13. It is requested that storage space be available in a small host hotel meeting room from one week prior to the event to the day after. The room needs to be large enough to store arriving boxes (approximately 50). This room will also be used throughout the show as an office. It must be in proximity to event banquet rooms.
14. It is requested that the Host Hotel and/or the local hosting Destination sponsor all requested transportation services. (airport, FAM, evening events, etc.)
15. It is requested that the local Destination Management Organization work with local suppliers) to provide a TAP Dance FAM open to both TAP Partners and PPTPs (suppliers).

Past Group History – In Person TAP Dance

Attendance 129 – 2006 - Little Rock, AR	Attendance 248 – 2014 – Reno, NV
Attendance 200 – 2007 - Palm Springs, CA	Attendance 262 – 2015 – Oklahoma City, OK
Attendance 240 – 2008 – Girdwood, AK	Attendance 257 - 2016 – Duluth, MN
Attendance 245 – 2009 – Rapid City, SD	Attendance 232 – 2017 – Tucson, AZ
Attendance 250 – 2010 – Branson, MO	Attendance 200 – 2018 – Atlantic City, NJ
Attendance 275 – 2011 – Louisville, KY	Attendance 200 - 2019 Cheyenne, WY
Attendance 260 – 2012 – Shreveport-Bossier, LA	Attendance 80 – 2022 Branson, MO
Attendance 264 – 2013 – Norfolk, VA	Attendance 110 – 2023 Rochester, NY

Priority criteria for selecting cities for event:

- ☞ Participation in TAP DANCE any time between 2006 to 2024
- ☞ Preferred Partners: Guild Members / PPTPs
- ☞ Preferred Corporate Partners or TAP Approved Services

- ☞ DMO Financial Incentives / Considerations (city or state)
- ☞ Hub City / Air Connectivity

(Table 1)

Agenda detailing banquet space requirements for Host Hotel:

WHEN	WHAT	Notes	AV
Up to 1 week in advance	Storage	Receiving shipments	
Friday	Storage and Work Room	TAP HQ on site – used until end of show	No
Friday	AV	Onsite meeting with AV to review requirements	
Saturday	Day One	Venue, Size, Special Needs	
1:00 – 3:00 PM	Partner Registration	Space adjacent to Storage and Workroom	No
3:00 – 6:00 PM	Partner Dinner	Off Site hosted by sponsor	
Sunday	Day Two	Venue, Size, Special Needs	
8:00 AM	Partner Breakfast	37 people seated at rounds	Yes
9:00 AM – 5:45 PM	TAP Partner Meeting	Meeting room for 1 on 1s in Partner Suites	No
10:00 – 6:00 PM	Delegate Registration	Space adjacent to Storage and Workroom	No
12:30 – 1:30 PM	Partner Lunch	37 people seated at rounds /AV Required	Yes
7:00 PM	Mingle	Welcome Reception - On Site for 137 people	Yes
7:30 – 8:30 PM	Late Registration	Space adjacent to Storage and Workroom	No
Monday	Day Three	Venue, Size, Special Needs	
7:30 – 9:00 AM	Kick Off Breakfast Buffet	Room for 137 - Rounds / AV / Stage / Podium	Yes
9:30 – 5:30 PM	Appointments	In Conference Space/Breakout Rooms	No
9:00 AM – 5:30 PM	Daytime Hospitality	Hospitality Suite / sink/fridge – up 50 people	No
12:30 – 1:45 PM	Lunch	Room for 137 - Rounds / AV / Stage / Podium	Yes
Tuesday	Day Four	Venue, Size, Special Needs	
7:30 – 9:00 AM	Breakfast Buffet	Room for 137- Rounds / AV / Stage / Podium	Yes
9:30 – 5:30 PM	Appointments	In Conference Space/Breakout Rooms	No
9:00 AM – 5:30 PM	Daytime Hospitality	Hospitality Suite / sink/fridge – up 50 people	No
12:30 – 1:45 PM	Lunch	Room for 137- Rounds / AV / Stage / Podium	Yes
Wednesday	Day Five	Venue, Size, Special Needs	
8:00 AM – 12:00 PM	Storage & Work Room – Last Day	TAP HQ on site – used until end of show	No
	FAM Begins & Departures		

Agenda detailing requirements for Host City:

WHEN	WHAT	Notes
Saturday	Day One	Venue, Size, Special Needs
9:00 AM - 6:00 PM	TAP Partners - Airport Transfers	Airport Volunteers Needed
1:00 – 3:00 PM	Partner Registration	Volunteer Welcome

Agenda detailing requirements for Host City:

WHEN	WHAT	Notes
3:00 PM – 6:00 PM	Partner Meetings	Host Hotel
6:00 – 10:00 PM	Hosted Dinner (sponsored)	Transport Off Site – 37 Attendees
<i>Sunday</i>	<i>Day Two</i>	<i>Venue, Size, Special Needs</i>
9:00 AM – 6:00 PM	PPTP Airport Transfers	Airport Volunteers Needed
8:00 AM – 5:45 PM	TAP Partner Breakfast, Lunch & Meeting	Host Hotel
10:00 – 6:00 PM	Delegate Registration	Volunteer Welcome
7:00 PM	Welcome Reception	Transportation if off site
<i>Monday</i>	<i>Day Three</i>	<i>Venue, Size, Special Needs</i>
6:15 PM	Transfers to evening event	Transport Off site for all attendees
6:30 – 8:30 PM	Opening Night	Hosted and Funded by Host Destination
8:30 – 9:00	Transfers back to hotel	Transportation
<i>Tuesday</i>	<i>Day Four</i>	<i>Venue, Size, Special Needs</i>
6:15 PM	Transfers to evening event	Transport Off site for all attendees
6:30 – 8:30 PM	Closing Event	Hosted and Funded by Host Destination
8:30 – 9:00	Transfers back to hotel	Transportation
<i>Wednesday</i>	<i>Day Five</i>	<i>Venue, Size, Special Needs</i>
	Departures	Transport to airport
	Depart for Post FAM	Post FAM Delegates
Post FAM	Airport Transfers	Post FAM Delegates

Table 2 Anticipated AV needs:

Saturday - Day 1	
Session: Partner Arrival Day – No AV requirements	Qty
Sunday - Day 2	
Session: Partner Meeting	Qty
Wired Podium Mic	1
Wireless Handheld Mic	1
Audio Mixer	1
Sound	1
Projection Screen	2
LCD Projector	1
VGA Switch	1
All required cables & adapters	
Session: TAP Welcome Event (if on site)	Qty
Wireless handheld Mic	1
Sound	1
Monday - Day 3	
Session: Breakfast & Lunch	Qty
Wired Podium Mic	1
Wireless Handheld Mics	1
Audio Mixer	1

Sound	1
Projection Screen	2
LCD Projector	1
VGA Switch	1
Stage (16' x 24' x 36')	1
All required cables & adapters	1
Tuesday - Day 4	
Session: Breakfast & Lunch	Qty
Wired Podium Mic	1
Wireless Handheld Mic	2
Audio Mixer	1
Sound	1
Projection Screen	1
LCD Projector	2
Stage Lighting System	1
VGA Switch	1
Stage (16' x 24' x 36')	1
All required cables & adapters	1

